

22 (INCREASE)/DECREASE IN CASH ON HAND

Cash balance : beginning of year	8 759 043	4 550 362
Less Cash balance : end of year	9 132 739	8 759 043
	373 696	**4 208 681**
The municipality has the following bank accounts:		
First National Bank - Mandeni branch Account Number: 52940480587		
Cash book balance at beginning of year	8 557 347	4 544 635
Cash book balance at end of year	9 113 592	8 557 347
Bank Statement Balance at beginning of year	8 995 532	84 392
Bank Statement Balance at end of year	9 751 747	8 995 532
Savings Accounts		
First National Bank - Mandeni branch		
Account Number: 62028673219 (Housing)	2 073 995	2 660 037
Account Number: 61294217372 (Grants)	4 013 643	4 842 735
Account Number: 62138398327 (Camera/MIG)	3 550 534	793 956
Flood relief		2 204

23 RETIREMENT BENEFITS

Employees belong to the following funds within the Natal Joint Municipal Pension Fund which provide retirement benefits to such employees:
i) Natal Joint Municipal Pension Fund (retirement)
ii) Natal Joint Municipal Pension Fund (superannuation)
iii) Natal Joint Municipal Pension Fund (provident)
;

The retirement plan is subject to the Pension Fund Act 1956 with pensions being calculated on the final pensionable remuneration paid. Current contributions are charged against operating income on the basis of current service costs.
Full acturial valuations are performed at least every three years. An InterimValuation was conducted of the Fund as at 31 March 2006 indicated that the Superannuation Fund was 104.3% funded and that the funding level improved from 85.8% to 95%. However, an increase in the surcharge from 3% of 6% will be implemented from 1 July 2006 to 30 June 2008. The Retirement Fund ended the year with a deficit and was 87.7% funded, but the funding level has improved from 80.5% to 87.7% and will implement a 14% surcharge from 1 July 2007 to 30 June 2010. The Provident Fund assets were sufficient to cover the members share account and to provide reserves of R46,638 million. As the final retirement benefits payable to members are determined solely by the contributions paid to the fund, together with investment earnings thereon, the Municipality has no unfunded liabilities.

Councillors belong to the Councillors Pension Fund.



24 EMPLOYEE RELATED COSTS

Remuneration to Municipal Manager

Annual remuneration	432 012	389 568
Performance Bonuses	45 448	
Car Allowance	173 712	157 488
Housing allowance	49 512	
Contributions to Pension, Medical Aid, UIF	90 368	124 543
Total	**791 052**	**671 599**

Remuneration to Chief Financial Officer

Annual remuneration	321 739	192 648
Performance Bonuses	29 011	
Car Allowance	195 193	117 872
Housing allowance		
Contributions to Pension, Medical Aid, UIF	29 879	6 000
Total	**575 822**	**316 520**

Remuneration of Individual Directors

30 June 2009

Corporate Services

Annual remuneration	321 739	287 192
Performance Bonuses		
Car Allowance	159 312	157 708
Housing allowance	29 788	
Contributions to Pension, Medical Aid, UIF	35 972	42 760



Total	**546 811**	**487 660**
Technical Services		
Annual remuneration	321 739	309 810
Performance Bonuses	38 682	
Car Allowance	134 058	64 176
Housing allowance	-	
Contributions to Pension, Medical Aid, UIF	91 015	110 514
Total	**585 494**	**484 500**

25 CAPITAL COMMITMENTS

Commitments in respect of capital expenditure:		
Approved and contracted for	6 715 445	8 815 487
	6 715 445	8 815 487
This expenditure will be financed from:		
Internal sources		-
External sources	6 715 445	-
- Grants reserves	6 715 445	8 815 487
- Other		-
	6 715 445	**8 815 487**

26 CAPITAL DEVELOPMENT FUND

Outstanding advances to borrowing services :		
Accumulated fund	10 509 961	8 467 698
Temporary borrowings	(10 392 428)	(8 242 883)



	(Refer to appendices A and B for more detail)	**117 534**	**224 815**
27	**LOAN REDEMPTION FUND**		
	Outstanding advances to borrowing services		
	Accumulated fund	110 761	110 678
	Less : Investments	(110 515)	(110 187)
	(See appendix B for more detail)	**247**	**491**
28	**PUBLIC IMPROVEMENT FUND**		
	Outstanding advances to borrowing services		
	Accumulated fund	6 280 696	6 279 716
	Temporary borrowings	(6 272 880)	(6 267 816)
	Less : Investments		
	Land and development expenses	-	-
	Debtors	-	-
	(See appendix B for more detail)	**7 816**	**11 900**
29	**PARTICULARS OF LOSSES OR ANY MATERIAL, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE,UNAUTHORISED EXPENDITURE AND IF RECOVERABLE**		
	Pending case on forensic investigation	-	101 086
30	**PARTICULARS OF NON-COMPLIANCE**	**NIL**	**NIL**
31	**CONTIGENT LIABILITY**		



	MANDENI MUNICIPALITY vs SPARKS MOTORS	1 500 000
	Claim against the Municipality on service contract cancelled before it expire.	

32 IRREGULAR EXPENDITURE

Erroneous payment made to Xolani Gigaba on 5 November 2008. File openned with Shepstone and Wylie for legal proccedings	31 726

33 FRUITLESS AND WASTEFULL EXPENDITURE

Interest paid on arrear eskom account.	5 659



APPENDIX A

STATUTORY FUNDS AND GRANT FUNDS RESERVE

	Balance at 1/07/08	Contributions during the year	Interest on investments	Other income	Capital Expenditure during the year	Operating Expenditure during the year	Balance at 30/06/09
	R	R	R	R		R	R
ACCUMULATED FUNDS							
Consolidated Capital Development Fund	8 467 698	2 031 022	11 241				10 509 960
Loan Redemption fund	110 678		83				110 761
Public Improvement Fund	6 279 716		980				6 280 696
Housing Fund	1 215 148		179 291				1 394 439
Revaluation Reserve		0					0
	16 073 239	**2 031 022**	**191 595**	**0**	**0**	**0**	**18 295 856**
GRANT FUNDS RESERVE							
Grants and subsidies							
Provincial grant - Development Planning/Capacity Bldg	81 385					81 385	(0)
Provincial grant - Municipal Assistance Programme	7 094	700 000				383 558	323 536
Provincial grant - Interdepartmental Monitoring	3 603					3 603	0
Provincial grant - Library Grant		78 900					78 900
Provincial grant - MFMA	100 000			839		100 839	0
Public Participation Grant	74 097	7 497				81 594	0
Umsobomvu Youth Grant		220 833				172 469	48 364
Gijima Grant	172 265	239 195				376 448	35 012



Gijima LED		70 674				56 184	14 490
Gijima SMME		181 235				181 235	0
National grant - Finance Management grant	304 884	500 000				733 722	71 162
Municipal Systems Infrastructure grant	0	400 000				369 383	30 618
Provincial grant - Geographical Information Systems	8 904	760				9 664	0
Town Planning Grant	65 800					65 800	0
Sport and Recreation Grant	1 941 829	1 350 000			2 681 723		610 105
Waste Management Grant		204 000				188 819	15 181
National grant - Land Use Management System	51 358					51 357	1
IDP Strategic Support Grant	86 320	100 000				80 942	105 378
Corridor Development Grant	899 155	1 800 000			898 696		1 800 459
Municipal Infrastructure Grant (MIG)	778 813	13 007 784			8 361 063		5 425 534
MPRA Shared Services	0	649 355				649 355	0
Housing Projects	1 203 863	1 370 327				1 894 385	679 805
Electricity Grant	30 300					30 300	0
	5 809 669	**20 880 560**	**0**	**839**	**11 941 482**	**5 511 040**	**9 238 546**
	21 882 908	**22 911 582**	**191 595**	**839**	**11 941 482**	**5 511 040**	**27 534 402**



MANDENI MUNICIPALITY
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

APPENDIX B

EXTERNAL LOANS AND INTERNAL ADVANCES

	Loan Number	Interest Rate	Date issued	Date redeemable	Balance at 01/07/2008	New loans	Redeemed during the year	Balance at 30/06/2009
		%			R	R	R	R
EXTERNAL LOANS								
Annuity Loan								
Development Bank of SA	1	15.82	30/06/1989	30/06/2009	222 330		222 329	1
Development Bank of SA	2	15.82	31/12/1990	31/12/2010	191 634		71 842	119 793
Development Bank of SA	3	15.82	31/12/1991	31/12/2011	304 426		68 722	235 705
Development Bank of SA	4	15.82	31/12/1991	31/12/2011	95 676		21 598	74 078
Development Bank of SA	5	15.82	31/12/1993	31/12/2013	129 045		17 995	111 049
					943 111	0	402 486	540 625
Fixed term loans								
INCA		17.50	30/06/2002	25/03/2009	5 700 000		5 700 000	0
					5 700 000	0	5 700 000	0
TOTAL EXTERNAL LOANS					**6 643 111**	**0**	**6 102 486**	**540 625**
INTERNAL ADVANCES TO BORROWING SERVICES								
Internal Loans								
Consolidated Capital Development Fund					224 814		107 280	117 534



Loan Redemption Fund	491		244	247
Public Improvement Fund	11 899		4 084	7 815
	237 204		**111 608**	**125 596**
Temporary Borrowings				
Consolidated Capital Development Fund	8 242 883	2 149 545		10 392 428
Public Improvement Fund	6 267 816	5 063		6 272 880
Loan Redemption Fund	0			0
	14 510 700	2 154 608	0	16 665 308
	14 747 904	**2 154 608**	**111 608**	**16 790 904**



MANDENI MUNICIPALITY
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

APPENDIX C

ANALYSIS OF FIXED ASSETS

2008 Acquisitions		Budget acquisitions	Opening balance at 01/07/2008	Acquisitions	Disposals	Balance at 30/06/2009
R		R	R	R	R	R
	RATE AND GENERAL SERVICES					
4 223 404	Community services	21 214 078	40 598 387	10 654 722	(532 268)	50 720 840
76 800	Management services	642 100	1 893 027	239 686	(509 271)	1 623 442
-	Municipal Buildings	10 000	9 955 541	21 838	(937)	9 976 442
65 263	Protection services	3 450 000	296 708			296 708
1 338 250	Public works	4 230 000	2 234 765	2 879 576	(22 061)	5 092 280
2 743 091	Roads and sidewalks	12 881 978	26 218 346	7 513 622		33 731 968
-	Subsidised Services	17 000	176 834	0	0	176 834
-	Health services	3 000	59 643	0		59 643
-	Library	4 000	88 103	0		88 103
	Public swimming pool	10 000	29 088	0		29 088
-	Economic Services	70 000	0	5 794 495	0	5 794 495
	Solid Waste & Parks	70 000	0	5 794 495		5 794 495
4 223 404		**21 301 078**	**40 775 221**	**16 449 216**	**(532 268)**	**56 692 169**
	TRADING SERVICES	460 000	3 572 556	10 000	0	3 582 556
-	Electricity	460 000	3 572 556	10 000		3 582 556



-		460 000	3 572 556	10 000	0	3 582 556
	PUBLIC IMPROVEMENT FUND	43 279 806	0	0	0	0
-	Other	43 279 806	0		0	0
-		**43 279 806**	**0**	**0**	**0**	**0**
4 223 404	**TOTAL FIXED ASSETS**	**65 040 884**	**44 347 778**	**16 459 216**	**(532 268)**	**60 274 726**
	LOANS REDEEMED AND OTHER CAPITAL RECEIPTS					
(461 252)	Loans redeemed		(11 103 547)	(514 094)	7 000	(11 610 642)
(96 056)	Contributions from current income		(267 799)	(2 213 906)		(2 481 705)
	Insurance claims		(88 385)			(88 385)
	Surplus on sale of assets		(111 443)			(111 443)
(4 127 350)	Grants and subsidies received		(27 927 513)	(13 731 216)	525 269	(41 133 461)
80 861	Public contributions		(2 299 087)			(2 299 087)
86 631	Road reserve fund		(11 834)			(11 834)
(4 517 166)	**TOTAL LOANS REDEEMED AND OTHER CAPITAL RECEIPTS**	**0**	**(41 809 608)**	**(16 459 217)**	**532 268**	**(57 736 556)**
(293 762)	**NET FIXED ASSETS**		**2 538 170**	**(0)**	**0**	**2 538 170**



MANDENI MUNICIPALITY
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 3O JUNE 2009

APPENDIX D

ANALYSIS OF OPERATING INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2009

2008 Actual		2009 Actual	2009 Budget
R		R	R
	INCOME		
67 682 564	Government grants and subsidies	51 393 281	34 153 950
63 533 954	National Government	45 467 681	28 590 950
0	Local Economic Development	0	200 000
142 360	Grants - other	134 914	185 000
4 006 250	Provincial grants	5 790 686	5 178 000
21 438 910	Operating Income	31 159 673	31 467 870
11 076 449	Assessment rates	18 430 020	18 646 580
4 371 102	Sale of electricity	5 643 685	6 119 000
0	Sale of water	0	0
5 991 360	Other services	7 085 968	6 702 290
730 811	Interest Earned	1 138 543	825 000
247 238	Other income	636 080	107 000
90 099 523	**TOTAL INCOME**	**84 327 577**	**66 553 820**



	OPERATING EXPENDITURE		
19 799 203	Salaries and allowances	21 735 712	21 834 606
23 200 757	General expenses	26 150 982	34 267 267
1 098 604	Repairs and maintenance	2 348 887	2 621 000
1 687 327	Capital charges	1 418 066	2 754 280
96 056	Contributions to fixed assets	2 213 906	4 279 100
39 552 635	Contributions to Grant Reserve	17 757 932	0
1 516 407	Contribution to Capital Development Fund 2 031 022		0
1 235 604	Contribution to Bad Debts	8 451 152	747 566
628 440	Contribution to Leave	674 997	50 000
88 815 034	**TOTAL OPERATING EXPENDITURE**	**82 782 656**	**66 553 820**
1 284 489	**NET SURPLUS/(DEFICIT)**	**1 544 922**	**(0)**



ANNUAL FINANCIAL STATEMENTS FOR THE YEAR 30 JUNE 2009

APPENDIX E

OPERATING ACCOUNT: DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2009

2008 Actual income R	2008 Actual expenditure R	2008 Actual Surplus/ (deficit) R		2009 Actual income R	2009 Actual expenditure R	2009 Actual Surplus/ (deficit) R	2009 Budget Surplus/ (deficit) R
84 899 348	**84 725 647**	**173 701**	**RATE AND GENERAL SERVICES**	**77 809 972**	**77 450 003**	**359 969**	**(591 797)**
78 813 310	77 019 901	1 793 409	Community services	72 446 543	67 348 093	5 098 450	5 414 015
1 223 875	6 991 327	(5 767 452)	Council's general expenses	1 354 779	7 054 030	(5 699 250)	(6 189 613)
43 235 385	49 000 044	(5 764 659)	Administration	19 334 167	25 819 709	(6 485 542)	(9 687 337)
19 729 929	10 561 023	9 168 906	Finance	29 486 261	19 437 450	10 048 810	35 717 533
11 076 449		11 076 449	Assessment Rates	18 430 020		18 430 020	
1 600 000	256 569	1 343 431	Local Economic Development	1 320 833	680 134	640 699	(202 556)
241 577	1 569 589	(1 328 012)	Social Services	30 201	2 108 360	(2 078 159)	(2 000 658)
1 630 469	3 472 171	(1 841 702)	Safety & Security	2 341 085	4 435 414	(2 094 329)	(4 045 837)
0	2 235 465	(2 235 465)	Roads	0	2 209 018	(2 209 018)	(5 043 681)
75 625	1 555 351	(1 479 726)	Buildings	149 197	1 346 087	(1 196 890)	(1 223 006)
0	1 378 362	(1 378 362)	Municipal Maintenance	0	4 257 890	(4 257 890)	(1 910 829)
		0					
1 213 777	3 911 432	(2 697 655)	Subsidised services	839 612	5 154 243	(4 314 630)	(5 395 332)
4 635	147 694	(143 059)	Cemetery	2 206	171 590	(169 383)	(575 353)
23 804	778 565	(754 761)	Public Library	104 807	791 199	(686 392)	(664 944)
1 178 750	859 526	319 224	Health Services	721 953	1 516 952	(794 999)	(1 007 055)
0	1 710 478	(1 710 478)	Parks and Gardens	0	2 254 914	(2 254 914)	(2 697 975)
6 588	415 169	(408 581)	Public Swimming Pool	10 646	419 588	(408 942)	(450 005)



4 872 261	3 794 314	1 077 947	Economic services		4 523 817	4 947 667	(423 850)	(610 481)
4 872 261	3 794 314	1 077 947	Refuse removal		4 523 817	4 947 667	(423 850)	(610 481)
0	**5 000**	**(5 000)**	**HOUSING**		**0**	**0**	**0**	**425 000**
0	5 000	(5 000)	Housing		0	0	0	425 000
5 200 175	**4 084 387**	**1 115 788**	**TRADING SERVICES**		**6 517 605**	**5 332 653**	**1 184 952**	**166 797**
5 200 175	4 084 387	1 115 788	Electricity		6 517 605	5 332 653	1 184 952	166 797
90 099 523	**88 815 034**	**1 284 489**	**TOTAL FOR THE YEAR**		**84 327 577**	**82 782 656**	**1 544 922**	**(0)**
		(6 255 296)	Appropriations for the year	16			4 400 876	
		(4 970 807)	**Net surplus/(deficit) for the year**				**5 945 798**	
		13 004 340	Accumulated surplus/ (deficit) at beginning of the year	16			8 033 534	
		8 033 534	**Accumulated surplus/ (deficit) at end of the year**	16			**13 979 333**	



MANDENI MUNICIPALITY

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR 30 JUNE 2009

APPENDIX F

STATISTICAL INFORMATION

		2009	2008	2007	2006
GENERAL STATISTICS					
Population		128 669	128 669	128 669	128 669
Registered Voters		56 162	56 162	56 162	56 162
Area (km2)				68 365	
Total Valuations:	Taxable	2 150 860 500	68 365 400	400	67 898 900
	Non-Taxable		5 828 900	5 828 900	6 047 900
	Residential	579 921 680			
	Commercial	94 741 500			
Valuation date:	01 July 2007				
Number of properties:	Residential				
	Commercial				
Assessment rate:	Basic (per Rand)			21.24700	20.235
	Rebate : residential		5%	5%	5%
Number of employees		150	154	154	170
Number of Councillors		32	32	32	32

ELECTRICITY STATISTICS

Electricity is supplied by ESKOM in all areas other






than Mandeni town					
Bulk electricity supplied by Eskom					
Kwh purchased	per month			1086681	979 955
Kwh sold	per month			944479	952 086
Kwh lost in distribution				142202	27 869
Percentage lost in distribution					
Cost per Kwh sold					1.085c/kwh
Income per Kwh sold					3.047c/kwh
Free basic electricity commenced by Eskom during 2004/2005					
No of households receiving free basic electricity		1265	1265	800	735
REFUSE REMOVAL					
Domestic/business Refuse removed		12660m^3	16550m^3	12660m^3	9480m^3
No of loads removed per annum					0
No of domestic properties serviced					0
No of commercial properties serviced					0
No of domestic properties receiving rebate					
Service contracted out, including disposal					
Garden Refuse Removed		1870m^3	1350m^3	1170m^3	1350m^3
BUILDING PLANS PASSED					
Mandini		37	R 7 360 600	37	R 7 360 600
Sundumbili		23	R 2 613 540	23	R 2 613 540
Tugela/Newark		4	R 800 000	4	R 800 000
Tugela Mouth		0	R 630 400	0	R 630 400
Minor Works			Incl in above		Incl in above
OTHER					
Kms Verges cut including Open Spaces,Sportsfields and Municipal Gardens		246584m^3	3132876m^3	246584m^3	3132876m^3

MANDENI MUNICIPALITY AUDIT COMMITTEE

Report for the year 1st July, 2008 to 30th June, 2009

Report of the Audit Committee

We are pleased to present our report for the financial year ended 30 June 2009.

Audit Committee Members and Attendance

The audit committee consists of the members listed hereunder and meets, as a minimum, four times per annum as per its approved terms of reference.

Name of Member	Number of Meetings Attended
Mr. J. R. Hunt (Chairperson)	6
Mr. B.M. Radebe	6
Adv. M.N.P. Mtshali	6
Mr. Mike Press	6
Mr. D Mbatha (Resigned Oct 2008)	0
Mrs N Mahomed (Appointed Feb 2009)	2

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from section 166 of the Municipal Finance Management Act. The Audit Committee also reports that it has adopted appropriate formal terms of reference as its audit committee charter, has regulated its affairs in compliance with this charter and has discharged all it's responsibilities as contained therein.

The Committees audit charter has been expanded to include performance management. The Committee was not able to fully discharge this additional function as PMS training was only able to be undertaken during August, 2008 and further training provided in October, 2009. Additionally, the Municipalities reporting systems and procedures were being developed during the reporting period. The Committee has been able to receive and consider a single report covering the four quarters of this reporting period.

The effectiveness of internal control

The system of internal control is effective as per the report of the Internal Auditors, the Audit Report on the Annual Financial Statements; the matters of emphasis and management letter of the Auditor-General have not reported any significant or material non compliance with prescribed policies and procedures.

The quality of in year management and monthly reports submitted in terms of the Act and the Division of Revenue Act

The Committee is satisfied with the content and quality of monthly reports prepared and issued by the Accounting Officer during the year under review.

Internal Audit

The Committee is satisfied with the reports presented by the Internal Auditor who, during the reporting period, have undertaken 4 visits per year to ensure that regular reports are presented spanning the entire financial year.

The Internal Auditors two year Plan has been reviewed and accepted by the Committee.

The Internal Auditors attended all the meeting of the Committee.

Evaluation of Financial Statements

The Audit Committee has

- Reviewed and discussed with the Auditor-General and the Accounting Officer the audited annual financial statements for the year ending 30th June,2008;
- Reviewed the Auditor-General's management letter and management response;
- Reviewed changes in accounting policies and practices
- Reviewed significant adjustments resulting from the audit

The Audit Committee concurs and accepts the conclusions of the Auditor-General on the 2008 annual financial statements.



Auditor General's Opinion for the year ending 30th June, 2008

The Committee is pleased that the Auditor General's opinion was presented without qualification this year.

The issues and comments contained within the report have been noted and have been given the Committee's attention during the year. Once again, the Auditor General's report highlighted the unacceptable level of Debtors and the need to strengthen collection methods.

The year to June 30th 2009
(a) Debtors

The level of debtors, in particular overdue accounts for property rates and service charges, continued to be given the Committee's highest priority during this review period. At each meeting the committee carefully reviewed the financial reports to ascertain the success of the debt collection operations and to monitor the cash flow projections.

At our meeting of 10th March, 2009 we received reports for the 7 months to 31st January, 2009 and we formed the view that two adverse trends were becoming apparent. These trends being a slow down in the rate of overdue debt collections plus an apparent reduction in the payment of current rates and service charges. The Committee also took note of the fact that South Africa was now in a recession.

Accordingly, on the 16th March the Committee wrote to Council requesting a meeting to explain their concerns and subsequently met with the Council on 26th March, 2009 and was able to make a verbal presentation. During this presentation we were able to advise Council that particular care needed to be taken in the preparation of the forthcoming budget (2009/10) which must be both realistic and achievable. Our submission was well received by Council.

Our last meeting during this review period took place on 9th June, 2009 where the reports for April, 2009 were presented. We were advised that a new debt pack arrangement commenced on 21st May and insufficient time had elapsed to record any improvements in the level of debtors.

While outside the reporting period; we record that at our next meeting held on 11th August, 2009 the level of debtors had continued to increase and a further report was prepared for Council.

(b) Performance Management Reporting

During this review period the Committee has considered a single report of Service Delivery and Budget Implementation for the previous period 1st June 2007 to 1st July 2008. Our report to Council was prepared on 20th April, 2009.

As previously mentioned, both the Municipality and the Audit Committee, with strong support from Province, have been making preparations for the compilation and consideration of performance management reports.

The present system of compiling quarterly reports which are submitted to the Committee on an annual basis is not satisfactory as all reports are historical and do not allow for timely variance reporting and the introduction of corrective measures.

While several system and procedure changes are in progress these will not be fully implemented during the forthcoming reporting period (2009/10) but most certainly will be fully operational for 2010/11.

The Committee has received additional training and has put in place procedural improvements as it recognises the importance and increasing emphasis being placed on Performance Management.



Chairperson of the Audit Committee
John R Hunt

Date 19th October, 2009






REPORT OF THE MANDENI MUNIPALILITY AUDIT COMMITTEE
ON PERFORMANCE MANAGEMENT
FOR THE PERIOD ENDING 30TH JUNE, 2009

At the Audit Committee's meeting held on 13th October, 2009 the Committee received Service Delivery and Budget Implementation Reports from the Departments of:-

The Office of the Municipal Manager
Local Economic Development
Corporate Services
Finance
Community Services
Technical Services
Integrated Development & Planning
Community Safety and Licensing

Each report identified the Key Performance Areas under:-
Infrastructure & Basic Service Delivery
Financial Viability and Management
Local Economic Development
Transformation & Institutional Development
Good Governance and Public Participation

The Departmental Reports were further broken down under individual budget allocations with performance results against targets for each of the 4 quarters making up the financial year to 30th June, 2009 with comments and variance explanations; it was thus an expansive and comprehensive report.

This is only the second report received by the Committee since its responsibilities were expanded to include Performance Management.

Consideration of Departmental reports:

1. General Comments

(a) Due to other commitments, not all the Directors/Managers were able to attend the meeting and in consequence some of the Committee's questions were not able to be fully satisfied

(b) While the structure of the reports were in accordance with National, Provincial and Legislative guidelines, the Committee would have liked to have additional information on the proportion of the budget allocation that had been expended together with an associated variance report.

(c) The Committee's comments from last year relating the volume of information submitted, its frequency and the associated time required to interrogate the reports; remains an issue. This report (under the heading The Way Forward) outlines Committee proposals with regard to the Internal Audit function and the provision of information on more exception/variance reporting basis.

2. Departmental reports:

(a) Office of the Municipal Manager
The Committee was pleased to note that Performance targets had been achieved.

(b) Local Economic Development
While progress had been achieved in all the 7 reporting activities only 1 activity (Tourism Beach Monitors – which is an annual on-going activity) had been fully completed. In 3 activities reports/TOR had been submitted or adopted by Council but implementation was pending. In 3 other activities external funding or approvals were pending.

The Committee recommended:

- When employment (job creation) statistics were submitted they should indicate the length of the employment period.
- Quarterly performance targets should reflect the planned progress of an activity through the year; this would assist in its evaluation and variance/correction actions.

(c) Corporate Services
The continued difficulty in cascading performance management to all employees was noted. The Committee was however hopeful, from comments provided by the Director, that this can be progressively implemented in the future.
The importance of the skills development activity was noted and accordingly concern expressed over the difficulties in obtaining service providers. The PMS Committee would have also liked the report to contain more financial information.
The Committee took note of the HR policies which had been reviewed and adopted by Council in June, 2009.

(d) Finance



The Committee was pleased with the report from the Finance Department. The Committee expressed its continued concern over the level of Debtors and the need to greatly improve the debt collection system and will be making a direct submission to Council shortly. The Committee repeated its request that copies of each monthly financial report be sent to Members as soon as produced.

(e) Community Services

Last year we reported that many projects could not be completed due to lack of (local) funds. The Committee was disappointed to note that this trend has continued with 7 projects reporting a failure due to lack of funds. The Committee was of the view that funds budgeted for small minor capital projects (for example the purchase of a filing cabinet) could have been found and recommended that the Director and CFO consult to ensure this pattern is not repeated next year.

The Committee had several unanswered questions concerning the R100 000 HIV/AIDS project. The Committee recommends that this important project together with its reporting targets be reviewed by the responsible Director as insufficient information was available to the Committee.

(f) Technical Services

The Committee was pleased with the report and took particular note of the progress achieved in implementing capital projects. As the Director was unable to attend our meeting questions concerning the setting of realistic and achievable targets remained unanswered.

(g) Integrated Development & Planning

The Committee was pleased to note that many of the targets were achieved

(h) Community Safety & Licensing

The Committee was disappointed to note that of the 7 identified activities little or no progress was reported. In the majority of cases the lack or shortage of funds was the explanation.

In reference to the (failed) project to purchase of a road painting machine for R200,000 the Committee was of the view that, given the shortage of funds, a great deal of the project's objective (i.e. to paint roads) could have been achieved by the use of labour intensive methods.

3. The Way Forward

The Committee fully recognizes the increasing importance and emphasis being placed on all aspects of Performance Management.

The Committee acknowledges and thanks the Municipality for arranging Organisational Performance Management System training, in particular the very recent course motivated by Province. Whilst this course was conducted outside of this review period (conducted September, 2009) it has contributed to our growing knowledge of the system and our responsibilities.

From start of the new financial year (1st July, 2009) Departments will continue to compile quarterly reports but they will be submitting reports to us on a half year basis and from these we will be required to produce reports to Council on a half year basis

The Committee discussed the most effective and appropriate manner for us to discharge our combined Financial and PMS responsibilities (as per our Charter) and to also ensure that we comply with the Auditor General's requirements.

It is the Committee's recommendation that the half yearly PMS reports be submitted to the Internal Auditor for inspection and verification and the Internal Auditor presents the overall report to the Committee highlighting those items requiring our particular attention. By this we mean exception reporting of performance variations resulting from either the performance or financial targeting. This will enable the Committee to concentrate its time on matters of high importance and bring these to Councils attention. This approach was in line with the Provincial view of "oversight" as explained during the September training session.

The Internal Auditor was at our meeting and understood the extra reporting requirement and agreed to report back at our December meeting. We bring this to The Council's attention as our recommendation might result in Internal Audit's request to revise their fees for 2009/10.



Chairperson of the Audit Committee
John R Hunt

Date 18th October, 2009






OVERSIGHT COMMITTEE REPORT
OVERSIGHT COMMITTEE REPORT ON 2008/2009 ANNUAL REPORT

1. REPORT

The Oversight Committee sat on the 17th of March 2010 at 12H15 to consider the 2008/2009 Annual Report as required by S129(1) of the MFMA of 2003 which states that:

The Council of a Municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council–

a) Has approved the annual report with or without reservations
b) Has rejected the annual report; or
c) Has referred the annual report back for revision of those components that can be revised,

The annual report has the following parts

1.1 ANNUAL REPORT BY THE DEPARTMENT

The Committee noted the report on the performance of the municipality as outlined by the different departments and is generally satisfied with the way information is presented and the structure of the annual report. Comments were raised with regards to the functioning of the public safety section, which in their view should concentrate more on law enforcement rather than on generating revenue. The committee suggested the strategy to reengineering the functioning of the section should be developed. The discussion also looked at the performance of the municipality in terms of debt collection and it was emphasized that debt collection strategy should be evaluated in order to improve performance.

1.2 AUDIT COMMITTEE REPORT

The Committee discussed the Audit Report including the progress report on the queries raised by the Auditor-General. The Committee was also happy with the fact that the audit committee is now trained in performance and can audit it.

1.3 AUDITOR-GENERAL'S REPORT

The Committee also discussed the Audit Report including the progress report on the queries mentioned by the Auditor-General. The Committee congratulated the municipality for having received an unqualified Audit Report in the 2008/2009 financial year.

1.4 ANNUAL FINANCIAL STATEMENT

They raised a concern about the fact that financial statements are too technical and there is a need to simplify them for their understanding.

MR K PALMER

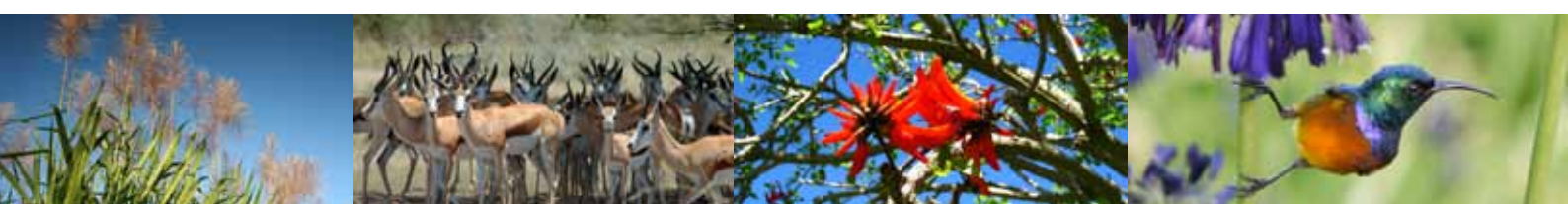
CHAIRPERSON: OVERSIGHT COMMITTEE



AUDIT RESPONSES

RESPONSES ON AUDIT QUERIES FOR 2008/09

ITEM	RESPONSE	TIME FRAMES	RESPONSIBLE PERSON
PMS information system	Acquire PMS automated system	March 2010	Director: Corporate Services
Adequate control processes and procedures are designed and implemented	Acquire PMS automated system	March 2010	Director: Corporate Services
Municipal Annual Report to include performance information	The 08/09 Annual Report has performance information on it.	January 2010	Director: Corporate Services
Auditing the results of performance measurement as part of internal audit processes	Included on the terms of reference of Ngubane and Co. who are Internal Auditors.	December 2009	Director: Corporate Services
Link of performance information to the objectives of IDP	Emphasises to Managers and Directors to link their performance information to IDP, SDBIP and reported performance information and have reference number to track the link	January 2010	Director: Corporate Services
Department of Community Services not reporting performance information in relation to IDP	It was corrected on 08/09 annual report that the performance information in relation to objectives and targets were linked to IDP	January 2010	Manager Community Services
Significant uncertainty. With reference to note 31 to the financial statements, the municipality is the defendant in a lawsuit.The municipality terminated the repair to the municipal fleet contract, due to poor performance. The outcome of the lawsuit cannot be determined at present and a contingent liability has been estimated at R1.5 million.	The Municipality will constantly liaise with its legal team to establish certainty and finalisation to the matter.	March 2010	Director: Corporate Services
Fruitless and wasteful expenditure. As disclosed in note 33 to the financial statements, fruitless and wasteful expenditure amounting to R5 659 was incurred, as a result of interest paid on an overdue account.	The Council will be requested to condone the expenditure on the basis of materiality and enforce control to ensure that this is not repeated.	March 2010	Chief Financial Officer
Irregular expenditure. As disclosed in note 32 to the financial statements, irregular expenditure to the amount of R31 726 was incurred, as a result of payment made in error to a	The regularisation will be sought from Council and the pursuit continue to recover the expenditure through legal	March 2010	Chief Financial Officer



supplier.	procedures already initiated.		
Municipal Finance Management Act. The accounting officer did not comply with the following legislative requirements: • Section 53 (1) (c) (ii) of the MFMA: failure to take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget. • Section 53 (2) of MFMA : failure to promptly report to the municipal council and the MEC for finance in the province any delay in the tabling of an annual budget, the approval of the service delivery and budget implementation plan or the signing of the annual performance agreements. • Section 64 (3) of MFMA: failure to immediately inform the National Treasury of any payments due by an organ of state to the municipality in respect of municipal tax, if such payments are regularly in arrears for periods of more than 30 days.	• It is agreed. Controls will be put in place to ensure that this discrepancy does not recur. • It is agreed. Controls will be put in place to ensure that this discrepancy does not recur. • It is agreed. Controls will be put in place to ensure that this discrepancy does not recur.	January 2010 January 2010 January 2010	Manager: Planning Director: Corporate Services Chief Financial Officer
Governance responsibilities are operating effectively at the municipality. Weaknesses with respect to material amendments to the financial statements, deviations in compliance with the applicable laws and regulations and control processes over information systems needs to be monitored to improve adherence to the governance framework.	The recommendation will be adhered to.	January 2010	Chief Financial Officer
Investigations. An investigation into the unauthorised access into the municipality's cash management system had resulted in unauthorised payments amounting to R101 086 in the prior year. Also, an investigation	The update report will again be sourced from SAPS with an intention to finalise the matter.	March 2010	Chief Financial Officer



into the theft of a safe which included cash takings, on water account debtors, is still ongoing at the reporting date.			








ANNEXURE B:
SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN - COMMUNITY SAFETY AND LICENSING DEPARTMENT - ADJUSTMENT 2008/2009

National KPA	IDP Objective	Objective	Status	Municipal Strategies	Baseline indicator	Key Performance Indicator	Annual Target	Budget	Vote Number	Performance – as per target								Explanation of variance	Corrective measure	Responsibility			
										Quarter ending 30 September 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009				Dept	Section	Individual	Local Municipality affected
										Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual						
Basic Service Delivery	To establish a Drivers licence testing centre	To provide the basic service of drivers licence ,learners license,prdp and credit card issues	core	in house funding	opening of drade test centre	indentifying of site and setting up/ or rental of offices	contruction of centre and opening temporary code 08(d) test centre at Sibusisiwe hall	200 000		signing of agreemant and site indentification 2: parkhome facility at hall	council passed resolution to establish test centre at Sibusiwe Hall	bulding plans and tender process (2) application to Dot for upgrade and yard improvements	park homes and furniture have been purchased and electricity installed.	marking and first approval from kzn dot	Approved by provincial Dot Equipment and material have been purchased for temporary dot	aprroval from national dot and launch of test centre	test centre opened at hall	centre opened		Community safety	traffic	Head	Mandeni
						advertise and appoint clerks for credit card and prdp functions whilst sourcing funding.				advertise 2 post	no progress due to funds	appoint two clerks and approval to perform IPrdp and	no progress due to lack of funds	issuing of prds credit cards and code 08 drivers	no change due to funds to appoint	increse in opening hours	no progress	no funds	next financial year				
Basic Service Delivery	DOG UNIT /LAW ENFORCEMNT	to provide a dog unit and increase in law enforcement to reduce accidents	core	indentify private partners	crime prevention	reduction of accidents and traffic violations/and revenue collected	have two dogs,2 officers trained and issue of R5000 infringments			indentify private partner/issue 1250 notices	Bac indentified to sponsor and pay for dog trainining and 4678 notices issued	obtain two dogs /issue 1250 notices	two dog obtained from private and traffic officer sponsorship 3245 notices	two dogs and officers trained/issue 1250 notices	two dogs performing crime prevention duties and 3789 notices issued. Tmt gave notice of terminatin of	crime prevention plan in place /issue 1250 notices	dogs and officers trained notices 564 issued	TMT terminated contract	appoint new company and send one dog for narcotics training				
Basic Service Delivery	To purchase road painting machine	To ensure roads are painted at a quicker rate and a larger volume	core	purchase machine and prepare a plan to perform function	Number of roads painted in area	all tarred roads painted or marked	all tarred roads belonging to municipality painted/marked	200,000	01 80 20	purchasing of machine	no progress due to funds	training on machine	no progress due to lack of funds	purchase of road painting machine	no funds available	appoint 1 road painter.	no funds available	no funds to purchase and appoint staff	implement Zibambele project in next financial year appoint 52 temp works	Community safety	traffic	Head	Mandeni
				employ 2 technical worker to assist	persons employed					advertise 2 post	no progress due to funds	appoinment of painters and traing on painting machine	no progress due to lack of funds	targets achieved		maintaince of towns roads							
Basic Service Delivery	Commuter facilities	Provide safe commuter facilities in all 16 wards	core	obtain funding from Department	funding obtained	commuter facilities built in wards	y facilities built in all sixteen \	3 000 000		write to dot	no progress due to land not being identified	submit business plan	land identified in Hlomendini and Macambini	letter of approval	dot advised of ranking facility locations.	identify wardsand tender	awaiting dot approval	dot wanted ares identified	an increased ammount has been requested from Dot	Community Safety	traffic	Head	Mandeni
Municipal institutional development and transformation	To build capacity, perform powers and functions to be able to deliver services as per mandate	To have a fully fledged department to ensure service delivery	core	upskill and multiskill staff, recruit scarce skills, fill vacancies	no. of staff trained no of vacancies filled	no. of staff trained no of vacancies filled	16 staff trained and 8 vacancies filled	10,000	6442	send 4 staff for traing		send 4 staff for training	no funds	send 4 staff for traing	4 trained on computer operation	16 staff trained and 8 vacancies filled	2 trained in grade d drivers testing with their own funds and two dog unit at Bac expense	lack of funds	budget an increasd ammount in new financial year	HR AND PSD	HR/PSD	Head/Hr	Mandeni
Good governance and public participation	To be transparent and democratic and compliant utilising forums	Ensure community participation in community policing,transport forums		liasion with speakers office and ensure quartely sitting of forums	4 meetings per annum for each forum	ward committee involvement	4 meetings a year for each committee	10 000	6420	25%	no improvement as they are the functions of	25%	no progress	adjust budget accordingly	adjusted accordingly meetings held with Bac and secirity roleplayers	conduct first transport and crime prevention meeting	transport and crime prevention forum meeting held						



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN - MUNICIPAL MANAGER'S DEPARTMENT - 2008/2009

National KPA	IDP Objective	Objective	Status	Municipal Strategies	Baseline indicator	Key Performance Indicator	Annual Target	Budget	Vote Number	Performance – as per target								Explanation of variance	Corrective measure	Responsibility		
										Quarter ending 30 September 2008 Projetced	Actual	Quarter ending 31 December 2008 Projected	Actual	Quarter ending 31 March 2009 Projected	Actual	Quarter ending 30 June 2009 Projected	Actual			Dept	Section	Individual
Infrastructure and Basic Service Delivery	To improve maintenance of existing infrastructure and speed up the provision of new one infrastructural	To report on the Mid-year performance of all departments	Core	Performance Management	1 report	1 report per year	1 report	Nil	None					**1 report**						**MM**		
Financial Viability and Management	To report to Council as per applicable legislation	To submit quarterly reports to Council on the implementation of budget	Core	Budget Implementation and Monitoring	4	1 report per quarter	4 reports	Nil	None	1 report		1 report		1 report		1 report	1 report					
	To report to the public as per applicable legislation	To report performance agreements and SDBIPs	Core	Pubic participation	1 report	1 report per year	1 report	Nil	None	1report												
	To table budget to Council	To table mid-year budget assessment to Council	Core	Budget Implementation and Monitoring	1 adjustment budget	1 adjustment mid-year	1 adjustment tabled mid-year	nil	None					1 adjustment budget								
	To report as per applicable legislation	To submit monthly budget statesments to the Mayor (Exco) and Treasuries	Core	Budget Implementation and Monitoring	12 statements	12 statements	12 statements	Nil	None	3 statements		3 statements		3 statements		3 statements	3 statements					
	To submit to the Auditor-General as per applicable legislation	To submit annual financial statements to the Auditor-General	Core	Budget Implementation and Monitoring	1 consolidated annual financial statements	1 consolidated annual financial statements	1 consolidated annual financial statements	nil	None	1 consolidated financial statements												
	To submit draft budget and plans as per applicable legislation	To submit draft budget and plans to the Mayor (Exco)	Core	Budget Implementation and Monitoring	1 draft budget and 1 plan	1 draft budget and 1 plan	1 draft budget and 1 plan	nil	None					1 draft budget and 1 plan								
	To ensure sound financial management	To table budget and budget related policies to Council	Core	Effective Financial Management	1 approved budget	1 approved budget	1 approved budget	nil	None							1 budget						
	To comply with applicable legislation	To submit draft SDBIPs and Performance Agreements to the Mayor and Exco	Core	Effective Financial Management	1 Draft SDBIP and Performance Agreements	1 Draft SDBIP and Performance Agreements	1 submission per year	Nil	None							1 Draft SDBIP a	1 Draft SDBIP and PMSAs					
Local Economic Development	To develop local economy and improve local employment	To attract investors into our municipality	Non-core	Job creation	None	1 meeting per quarter	4 meetings per year	Nil	None	1 meeting		1 meeting		1 meeting		1 meeting	1 meeting					



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN - MUNICIPAL MANAGER'S DEPARTMENT - 2008/2009

National KPA	IDP Objective	Objective	Status	Municipal Strategies	Baseline indicator	Key Performance Indicator	Annual Target	Budget	Vote Number	Performance – as per target								Explanation of variance	Corrective measure	Responsibility		
										Quarter ending 30 September 2008 Projetced	Actual	Quarter ending 31 December 2008 Projected	Actual	Quarter ending 31 March 2009 Projected	Actual	Quarter ending 30 June 2009 Projected	Actual			Dept	Section	Individual
Transformation and Institutional Arrangements	To ensure that the municipality delivers its IDP efficiently	To develop and implement a turn-around strategy to ensure effective implementation of the IDP	Core	Institutional Transformation	None	1 report per quarter	4 reports per year	R600 000	1.15156E+11	1 report		1 report		1 report		1 report	1 report					
Good governance and Public Participation	To ensure good governance and Public Participation	To ensure that Council sits as per applicable legislation	Core	Good Governance	4 meetings per year	1 meeting per quarter	4 meetings per year	Nil	None	1 meeting		1 meeting		1 meeting		1 meeting	3 meetings					
		To ensure that Exco sits as per applicable legislation	Core	Good Governance	12 meetings per year	1 meeting per month	12 meetings per year	Nil	None	3 meetings		3 meetings		3 meetings		3 meetings	4 meetings					
	To ensure effective governance of the municipality	To ensure that issues raised by the Auditor-General are addressed	Core	Good Governance	4 reports per year	1 report per quarter	4 reports per year	Nil	None	1 report		1 report		1 report		1 report	1 report					
	To ensure compliance with applicable legislation	To compile the Annual Report	Core	Compliance	1 report per year	1 report per year	1 report per year	Nil	None					1 report								
	To ensure compliance with applicable legislation	To ensure effective compilation of the Oversight Report	Core	Compliance	1 report per year	1 report per year	1 report per year	Nil	None					1 report								
	To ensure compliance with applicable legislation	To ensure that the Internal Audit functions effectively	Core	Compliance	2 reports	1 report in 2 quarters	2 reports per year	R150 000	1.10055E+11	1 report				1 report								
	To ensure compliance with applicable legislation	To ensure that the Audit Committee functions	Core	Compliance	2 meetings per year	1 meeting in 2 quarters	4 meetings per year	R32 100	1.15055E+11	1 meeting		1 meeting		1 meeting		1 meeting	1 meeting					
	To ensure compliance with applicable legislation	To ensure that the public participates in the IDP processes	Core	Compliance	1 Review	1 Review	1 Review per year	Nil	None			1 Review						Delays from the community				



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2008/2009 (LAST QUARTER REPORT ENDING JUNE 2009) - TECHNICAL SERVICES DEPARTMENT

National KPA	IDP Objective (Annexure A:Strategic Framework Matrix, Page 31)	Departmental Objective	Status	Municipal Strategies	Baseline indicator	Key Performance Indicator	Annual Target	Budget	Vote Number	Performance – as per target								Explanation of variance/ comments	corrective measures	Responsibility			Locality
										Quarter ending 30 September 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009				Dept	Section	Individual	
										Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual						
Basic Service Delivery	To improve maintenance of existing infrastructure and speed up provision of new infrastructure	A4: Provide access and basic road infrastructure to every household within the Municipal area	core	Repair and maintain roads and clean and repair stormwater drains	•1930m² of road repaired/ maintained. •105m of storm Water Drains repaired/ maintained. •32,5m of sidewalk repaired /maintained • 20 km of gravel roads repaired /maintained	Square meters of roads repaired/maintained and meters of stormwater drains cleaned and repaired	•2000m² of road repaired/ maintained. •110m of storm Water Drains repaired/maintained. •40m of sidewalk repaired/maintained • 40 km of gravel roads repaired/maintained	2,413,681	01 50 05	500m² 30m 10m 10km	**1380m²** **407m 0m** **92km**	500m² 30m 10m 10km	**275m²** **10575m** **0m** **182km**	500m² 30m 10m 10km	**566m²** **35m 30m** **12km**	500m² 30m 10m 10km	**710m²** **88m** **15m** **37km**			Technical Services Department	Roads and Storm Water	Assistant Manager and Director	whole area of Mandeni
						maintainance programme for roads and storm water and sidewalk	1 programme per month			3 programmes	**3 programmes**	3 programmes	**3 programmes**	3 programmes	**3 programmes**	3 programmes	**3 programmes**						
						Replicate Zibambele Programme of road drainage and verge and open space maintenance	Zibambele Programme replicated	750,000	01 50 05						**tools & equip purchased and distributed. Contractors signed up**	Zibambele programme replicated	**achieved**						
						Square meters of surfaced roads resealed	6 000m² of surfaced roads to be resealed	1,000,000	5005							6 000m² of resealed roads	**0**	**financial constraints**	**relook when finances allow**				
						Compaction Equipment purchased	•1 roller compactor	100,000	5005					1 roller compactor	**0**			**financial constraints**	**relook when finances allow**				
						Earthmoving Plant Purchased	1 TLB	550,000	5005		**1 TLB**	1 TLB					**1 TLB 1 Grader**	**Target exceeded**					
Basic Service Delivery	To improve maintenance of existing infrastructure and speed up provision of new infrastructure	A3: To avoid the power outages due to deterioration of electricity reticulation network	core	repair and maintain electricity reticulation network and repair defective streetlights	7 unplanned outages for the year 133 streetlights repaired in licensed area 8 new electricity connections 9 new streetlights	least amount of unplanned outages per year	on average not more than 12 outages per year	6,008,209	01 55 05	3	**2**	3	**2**	3	**1**	3	**2**	**Target exceeded**		Technical Services Department	electricity	Senior Electrician	Mandini Township which is the licensed area.
						no. of stretlights repaired and maintained	110 streetlights			30	**40**	30	**45**	25	**13**	25	**43**	**Target exceeded**					
						Provide new service connections within 48 hours of receiving instruction	provide new connection within 48 hours of receiving instruction			1	**2**	1	**1**	2	**1**	1	**1**						
						no. of new streetlights	10 streetlights	100,000	5505	1	**4**	3	**1**	3	**3**	3	**2**	**annual target achieved**					
						Reinsulate 11KV lines	Reinsulate 11KV lines	100,000	5505					reisulate 11KV lines	**0**			**financial constraints**	**relook when finances allow**				
						Convert 11KV underground line to overhead	Convert 11KV underground line to overhead	200,000	5505							Convert 11KV line to overhead	**0**	**financial constraints**	**relook when finances allow**				
		To ensure all airconditioning equipment is well maintained to improve working condition of employees and prolong lifespan of the assets.		repair and maintain all airconditioning equipment in municipal buildings		Annual Repairs and maintenance plan.	annual repair and maintenance plan prepared and implemented	60,000	5505	1 Plan plus implementation	**Plan complete procuremnt commenced**	implementation of plan	**Tender prepared and awarded. Contractor half way through on contract**	implementation of plan	**Contract finalised**	implementation of plan	**achieved**						all municipal buildings
Basic Service Delivery	To develop an integrated waste management plan for the Municipality which will ensure all waste in	A6: To provide all households and business with waste collection and disposal	core	provide waste collection and disposal service to all communities	To be determined during this year to form baseline for next year. Number of households and business provided	Provide all customers on system with service paid for.	effective and efficient service to all customers as per level of service paid for.	5,937,381		uninterrupted service as per level of service	**Achieved**	uninterrupted service as per level of service	**Achieved**	uninterrupted service as per level of service	**Achieved**	uninterrupted service as per level of service	**achieved**			Technical Services Department	Solid Waste Management Section	Assistant Manager and Director	whole area of Mandeni

SDBIP



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2008/2009 (LAST QUARTER REPORT ENDING JUNE 2009) - TECHNICAL SERVICES DEPARTMENT

National KPA	IDP Objective (Annexure A:Strategic Framework Matrix, Page 31)	Departmental Objective	Status	Municipal Strategies	Baseline indicator	Key Performance Indicator	Annual Target	Budget	Vote Number	Performance – as per target								Explanation of variance/ comments	corrective measures	Responsibility			Locality
										Quarter ending 30 September 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009				Dept	Section	Individual	
										Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual						
	the area is addressed	service			with solid waste collection and disposal service	reduce backlog of number of households receiving refuse collection and disposal service	determine backlog number strategy to reduce backlog IWMS				**Study nearing completion**		**1 1 draft IWMP**	backlog register. strategy to reduce backlogs. IWMS	**new contract being adjudicated and will be implemented in new yr to address backlogs**								
Basic Service Delivery	To ensure that all verges, parks, open spaces and recreational facilities are kept clean and tidy	A6: To keep the town clean and tidy to make it appealing to settlement and investors	core	cut the vegetation on verges, open spaces, parks and recreational facilities and keep clean and tidy	Vegetation cut 6 times pa	Vegetation cut regularly (at least once monthly) All litter picked up and disposed of	carry out verge and open space maintenance	1,877,975	01 40 05	1 time	**3 times**	2 times	**2 times**	2 times	**2 times**	1 time	**3 time**			Technical Services Department	parks and gardens	Assistant Manager and Director	whole area of Mandeni
							Equipment Purchased: 1 x airblower 5 x brushcutters 1 x tractor drawn mower	20,000 30,000 20,000					**Procurement done awaiting order**	5 x brushcutters 1 x Airblower 1 x Tractor drawn mower	**4 x brushcutters 1 x Airblower 1 x Tractor drawn mower**								
Municipal financial viability and management	To ensure that all Municipal vehicles, plant & equipment are maintained and kept in a safe and usable condition and prolong their lifespan	C3: Provide all departments with the necessary transport and mechanical equipment to be able to carry out their functions	core	Ensure all drivers comply with the vehicle policy. Ensure vehicles are not abused. Ensure timeous repair and maintenance	Monthly logbooks and Monthly reports to control usage	log books kept for vehicle trips. Monthly reports on vehicle usage. Timeous maintenance and repairs of vehicles	monthly logbooks. monthly reports. Timeous maintenance of vehicle	1,910,829		3 reports 3 logsheets per vehicle	**achieved**	3 reports 3 logsheets per vehicle	**achieved New tender for vehicle lease advertised**	3 reports 3 logsheets per vehicle	**achieved**	3 reports 3 logsheets per vehicle	**achieved**			Technical Services Department	Mechanical workshop	Assistant Manager and Director	whole area of Mandeni
Municipal financial viability and management	To ensure that all Municipal buildings and community facilities are maintained and kept in a safe and usable condition and prolong the lifspan of the structures	C2: Provide A working office environment that is safe and aesthetically pleasing	core	Prepare a maintenance programme for all buildings owned and operated by the Municipality	baseline to be determined during this year to form next years basis	maintenance and repair programme to ensure proper management of the assets	monthly maintenance and repair programme	1,930,006	01 20 10	3 programmes	**3 programmes**	3 programmes	**3 programmes**	3 programmes	**3 programmes**	3 programmes	**3 programmes**			Technical Services Department	Buildings	Assistant Manager and Director	whole area of Mandeni
Basic Service Delivery	To ensure all externally and internally funded capital projects are planned and implemented timeously	A4: To provide every household with basic infrastructure for socio-economic activities	core	to ensure all funds are spent on time and more funding is applied for and provision is made for O&M for sustainability	100% expenditure of grant funds	4,5km of upgraded roads 2 new community facility Planning for CBD Upgrade	4,5km 2 facilities commence with projects in CBD upgrade	10,817,069 2,800,000 NDPG Funding		appoint PSP, register business plans	**Service providers appointed. Business plans registered Construction commenced**	appoint contractors, commenced with construction	**achieved**	1 facility construction in progress 4,5 km road upgraded	**achieved**	1 facility commenced with projects on CBD upgrade	**3 mini business plans submitted to NT**			Technical Services Department	Technical Administration	Director	whole area of Mandeni
				to maintain information database for planning purposes	1 updated fully functional database	GIS up and running	GIS functional	2,487,830	8015			GIS functional	**achieved**										
Local Economic Development	To ensure that all development in the area is carried out in a safe and harmonious manner	B: To provide a building control and planning control service to the community	core	Respond to devlopment applications timeously, i.e. Building Plans approvals, town planning queries and approvals and building inspections	Respond to all queries within 2 days Approve building plans once all conditions are satisfied within 1 month	respond to queries from customers respond within allowable timeframe	Respond to building control queries within 48 hours Approve building plans once all conditions are satisfied within 1 month			Queries responded to within 48 hours. Building plans approved within 1 Month	**348**	Queries responded to within 48 hours. Building plans approved within 1 Month	**284 queries respnded to in less than 48 hours 10 building plans approved in less than a month**	Queries responded to within 48 hours. Building plans approved within 1 Month	**271 queries respnded to in less than 48 hours 2 building plans approved in less than a month**	Queries responded to within 48 hours. Building plans approved within 1 Month	**246 queries respnded to in less than 48 hours 4 building plans approved in less than a month**						
Municipal institutional development and transformation	To build capacity, perform powers and functions to be able to deliver services as per mandate	D: To have a fully fledged department to ensure service delivery	non-core	upskill and multiskill staff,	number of staff trained	number of staff trained	5staff trained						**1 staff trained**		**3 staff trained**	5staff trained	**3 staff trained**						



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2008/2009 (LAST QUARTER REPORT ENDING JUNE 2009) - TECHNICAL SERVICES DEPARTMENT

National KPA	IDP Objective (Annexure A:Strategic Framework Matrix, Page 31)	Departmental Objective	Status	Municipal Strategies	Baseline indicator	Key Performance Indicator	Annual Target	Budget	Vote Number	Performance – as per target								Explanation of variance/ comments	corrective measures	Responsibility			Locality
										Quarter ending 30 September 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009				Dept	Section	Individual	
										Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual						
Local Economic Developme nt	To establish economic growth and development on all economic sectors with a particular emphasis on tourism, manufacturing, agriculture and services.	B: To decrease unemployment and poverty		Fastrack development of the town in a sustainable way	Maximum usage of local labour on all capital projects	No. jobs created on projects	all contract documentation to provide for employment of local labour				Maximum local labour utilised on all construction projects		Maximum local labour utilised on all constructio n projects		Maximum local labour utilised on all constructio n projects	all contract documentatio n to provide for employment of local labour	Maximum local labour utilised on all constructi on projects						
Municipal financial viability and manageme nt	To ensure resouces and infrastructure yield optimum benefit	C2: To ensure good asset management and management of resources		infrastructure asset management and good budget management	infrastructure asset register. baseline to be determined during this year to form next years basis	Data collected towards infrastructure asset register	1 draft register				Information gathering commenced		Information gathering commenced		Information gathering commenced	draft register	Desktop study done with draft done						
Good governance and public participatio n	To be transparent and democratic and compliant	Ensure stakeholder consultation and compliance		consultation, compliance	stakeholder meetings. baseline to be determined during this year to form next years basis	Project steering Committeefor all projects.	ensure project steering committees on all projects				PSC established for all projects and meets regularly		PSC established for all projects and meets regularly		PSC established for all projects and meets regularly	ensure project steering committees on all projects	PSC establishe d for all projects and meets regularly						

SDBIP



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN - COMMUNITY SERVICES DEPARTMENT - 2008/2009

National KPA	IDP Objective	Objective	Status	Municipal Strategies	Baseline indicator	Key Performance Indicator	Annual Target	Budget	Vote Number	Performance – as per target								Explanation of variance	Corrective measure	Responsibility			Local Municipality affected
										Quarter ending 30 September 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009				Dept	Section	Individual	
										Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual						
Infrastructure and Basic Service Delivery	To improve maintenance of existing infrastructure and speed up the provision of new infrastructural services to ensure that that the community has access to basic standard of living and services	To monitor progress on housing projects	Core	Fast tracking the delivery and completion of the existing low cost housing projects	1 meeting	Technical meetings to be conducted	10 technical meetings to be conducted with IA's and the Department of Housing	Nil		3 meetings to be held on 23/07/08, 20/08/08 & 17/09/08	2 meetings were held	3 meetings to be held	2 meetings held	2 meetings to be held	2 meetings was held	3 meetings to be held	2 HTSC meetings were held and 1 Housing Forum meeting was held			Technical / Community Services		NG Mvowango / S E Diamini	Whole area of Mandeni
		To monitor progress on all projects (construction of sportsfiled and housing)	Core	Fast tracking service delivery on all approved projects by appointing PSC	1 meeting	PSC meetings to be conducted	12 PSC meetings per approved project per year	Nil		3 meetings to be held in July, August and September	5 meetings held for Tugela beach project, 3 meetings for Isithebe and 3 meetings for Indulinde project	3 meetings to be held	2 meetings were held for Tugela beach, 1 meeting for Indulinde; no meeting held for Isithebe after completion	3 meetings to be held	1 Special technical meeting for Sundumbili combo court and 1 Ndulinde PSC meeting was held	2 PSC meetings to be held for Ndulinde Sports	3 meetings were held for Ndulinde Sports meeting	The 3rd meeting was the Special meeting with the funder DSR.					
Municipal Financial viability and management		C2. To ensure good asset and resource management	Non-core	Good budget management and infrastructure asset management	Approved budget	To use appropriate allocation and to avoid over expenditure	Various allocation	To use appropriate allocation and to avoid over expenditure	Various allocations	To monitor departmental allocations	Monitored	To monitor	Monitored	To monitor	Monitored	To monitor	Monitored			Community Services/ Technical Services	All sections	Manager and section heads	
Transformation and institutional arrangements	To build capacity, perform powers and functions to be able to deliver services as per mandate	To ensure that the department is well-staffed and crucial positions are filled	Non-core	To conduct at least two training per employee per FY and to fill vacancies	1 training per employee	To motivate for staff training and filling of vacancies	2 training per employee and filling of crucial vacancies		Various allocations	Submission of training needs to HR to be included in the training plan	Training on various skills was conducted to more than seven employees	To train at least 6 employees	6 employees were trained on various skills	To train at least 6 employees	No filling of vacancies and no training tool place	To train at least 10 employees	1 position of the cyber cadet was filled and one staff member was trained		Training to take place as per WSP	Community Services / Corporate Services	Human Resources	Manager	
		Provision of indigent / pauper burial services to the community of Mandeni	Non-core	To attend to indigent/pauper burial applications forwarded by Councillors	Approved indigent / pauper burial policy	Number of qualifying indigen/pauper burials approved	100 qualifying burials	R 150,000	13015	25 percent of expenditure to be used	5% of bugdet was used	25 percent of the expenditure to be used	7% of budget was used	25 percent of the expenditure to be used	8 % of the budgetted amount has been used	25 percent of the expenditure to be used	8.3 % of the budgetted amount was used		Due to number of assessed applications	Community Services	Social Services	Assistant Manager - Social Services	Whole of Mandeni area of jurisdiction
		Measuring wheel- To provide equipment for measuring the specifications of the field as per sporting code	Non-core	To procure goods through SCM regulations		Provision of measuring wheel	1 measuring wheel	R 1,500	8001	To seek quotations and to purchase 1 measuring wheel	No purchase		No purchase	To be purchased before end of February 2009	Purchased					Finance department	Stores		
		Top Line marker- To provide equipment for the marking of the field as per sporting code	Non-core	To procure goods through SCM regulations	1	To install one airconditioner	1 measuring wheel fro the sportsfield	R 4,000	8001	To seek quotations and to purchase 1 top line marker	No purchase		No purchase			No purchase to be done	No procurement took place		To be considered during the adjustment budget	Finance department	Stores		
		2 modems- To procure modems that		To procure goods through SCM regulations	Nil	To purchase modems for the library	2 modems	R 4,000	8001			To get quotations and to purchase 2 modems	No purchase		No purchase	To get quotations and to purchase two moderms	No procurement took place		To be considered before end of May 2009	Finance department	Stores		
		2 cabinets (medicine)- To procure 2 medicine cabinets for the clinics		To procure goods through SCM regulations	Nil	To purchase 2 cabinets for the clinics	2 cabinets	R 2,000	8001	2 cabinets		To get quotations and to purchase 2 cabinets for two clinics	No purchase		No purchase	No purchase to be done	No procurement took place		To be considered in the next financial year	Finance department	Stores		
		Scales:- To purchase scale for weighning patients		To procure goods through SCM regulations	Nil	To purchase 2 scales	2 scales	R 1,000	8001	2 scales		To get quotation and to purchase 2 scales for the clinics	No purchase		No purchase	To get quatations and to purchase two moderms	No procurement took place		To be considered in the next financial year	Finance department	Stores		
		1 container :-To provide secured storage for sports equipment		To procure goods through SCM regulations	Nil	To puchase 1 container for storage of sports equipment		R 25,000	8002	To get quotation and to purchase 1 container	No purchase		No purchase	To be purchased before end of February 2009	Purchased					Finance department	Stores		
		PA System and 8 gazebo's 3m x 3m: To provide latest technology to be used in public meetings, functions and to provide shelter for Council and sports related activities		To procure goods through SCM regulations	Nil	To purchase 6 gazebo's & 1 P A system	8 gazebos and 1 PA system	R 20,000	8002	To get quotations and to purchase 8 gazebos and 1 PA system	No purchase		No purchase	To be purchased before end of February 2009	Purchased					Finance department	Stores		
		Nets for all sporting codes: To replace wornout nets for all sporting codes		To procure goods through SCM regulations	Worn out	To purchase nets for all sporting codes	2 per sporting code - netball, volley and soccer	R 10,000	8002	To get quotations and to purchase 6 nets	No purchase		No purchase	To be considered in the last quarter of the FY	No purchase	No purchase to be done	No procurement took place		To be considered in the next financial year	Finance department	Stores		



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN - COMMUNITY SERVICES DEPARTMENT - 2008/2009

National KPA	IDP Objective	Objective	Status	Municipal Strategies	Baseline indicator	Key Performance Indicator	Annual Target	Budget	Vote Number	Performance – as per target								Explanation of variance	Corrective measure	Responsibility			Local Municipality affected
										Quarter ending 30 September 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009				Dept	Section	Individual	
										Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual						
Good governance and Public Participation	To be transparent and democratic compliant	HIV/AIDS Awareness Education Program	Core	In consultation with the department of Health and other stakeholders to educate the whole community of Mandeni about HIV/AIDS	To stage one awareness per quarter	To coordiante awareness's with Task Teams dealing with HIV	4 awareness's to be conducted clustering wards of the Mandeni area	R 100,000.00	13020	1 awareness to be held per quarter	No awareness took place		World AIDS day was held on 01st December 2008	1 workshop to be held	53 people were tained by TCE to be field workers		Khanya Africa in partnership with the Mmunicipality, District Health, Sundumbili CHC had a TB Awareness day at Vutha			Community Services	Social Services/ Health Services	RLZ Mwandla / N N Msweli and T P Mbhele	Whole of Mandeni area
		To empower youth in sports and recreation activities	Core	To coordinate and promote all sporting codes at a ward level	Coordination of 11 sporting codes participating in KwaNaloga games	To get full participation of the whole community of Mandeni - talent search	Coordination of ward base games as 11 sporting codes for Salga/KwaNaloga	R 250,000.00	13005	To prepare programme of action for the games and to coordinate wardbase games in July/August	Inter -ward-base games were held on 09/08/08, inter-municipal games to be held on 11/10/2008	Actual games to take place in November / December 2008	Actual games to be held on 05 t 09th December 2008 at Amajuba District Municipality		Opening day in January 2009, Mayoral cup was held in February and Dibeke team participated in Illove and Vryheid tournaments	Programme of action to be submitted to the relevant Council structures	Programme of action was adopted by relevant Council structures on 02 June 2009			Community Services	Community Development / Youth Unit	N N Msweli / M F Shandu	
		To educate and promote environmental management activities within the Municipal area.	Core	To educate and promote tree planting to the community of Mandeni	One environmental meeting per quarter	To have an intergrated greening programme for the whole of Mandeni	To have 4 forum meetings per year and to celebrate calender events related to Environment	R 10,000	13005	1 programme for Arbor month (September)	Arbour day celebration was held on 08/09/08	1 forum meeting to be held	No forum meeting took place	1 forum meeting to be held	1 meeting was held	1 forum meeting to be held	Forum meetingswas held		Forum meeting are coordinated in the Speaker's office	Office of the Speaker /Community Services	Community Development	N N Msweli /	Whole area of Mandeni
		To empower and develop youth in all sectors	Core	To stage Youth summit, career exhibition, business compliance and Youth cultural festival	Nil	To empower youth	To have have one career exhibition, business compliance and youth festival annually	R 200,000		Submission of programme of action to relevant structure and to stage youth festival	Programme of action for Youth festival to be discussed by relevant structure on the 1st week of October	Coordination of youth summit	Item was discussed by relevant structures	Coordination of business compliance workshop for the youth of Mandeni	Open day was held in January and 20 youth members were trained on Building life skills programme in March 2009	Career exibition to be held (Open day) on 27 May 2009	Youth in service conducted on 16 and 17 June 2009; Youth picnic day was held on 20/06/09, visit by the Mayor to 05 needy and 05 child headd families			Community Services	Youth component	MF Shandu / NN Msweli	Whole area of Mandeni
		To coordinate forum meetings that are related to Community Services activities	Core	In consultation with the Office of the Speaker to involve public to the affairs of the Municipality taking into account the ff - Education, Housing, Arts and Culture, Sports and Recreation and Heritage	One forum meeting per quarter	To populate IDP to the community of Mandeni	To have 4 forum meetings per year	R 10,000	Various allocations	1 forum meeting per quarter	No forum meetings	1 forum meeting to be held	No forum meeting took place	1 forum meeting to be held	No forum meeting took place	1 forum meeting to be held	Forum meeting was held		Forum meeting are coordinated in the Speaker's office	Office of the Speaker /Community Services	Social Services/ Library Services/ Community Development	RLZ Mwandla/L M Dhlodhlo/N N Msweli	Whole area of Mandeni



SERVICE DELIVERY AND BUDGET IMPLEMENTATION - LOCAL ECONOMIC DEVELOPMENT DEPT - 2008/2009

National KPA's	IDP Objective	Objective	Status	Baseline	Key Performance Indicators (KPI's)	Annual Target	Budget	Vote Number	Revised target	Performance – as per target								Explanation of variance	Way forward	Responsibility	
										Quarter ending 30 September 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009				Responsible Person	Responsible Department
								11515		Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual				
LED	B. SMME / Informal market support strategy	To have a strategy in place to support SMME and informal markets	Core function	Service provider has been appointed for the project - Urban Econ	Consultation with the community in relation to the project and reports to ED Portfolio Committee	Adopted SMME & Informal traders plan / Strategy by Council	R 278 285			Situational analysis through distribution of questionnaires		Consultation with communities		Presentation of the draft Plan in the form of the workshop to stakehoders		Adoption of the SMME and Informal Traders strategy / plan	Adopted by Council	The project is has been completed busy with close out report		LED Dept	Director and LED Officer
		Expansion of industrial area	Core function	There is currently Isithebe Industrial area	Pre-feasibility study which will clearly identify where the project will take place	Feasibility document and marketing of it	R 0			Source funding		Tender issued for the project		1 Progress report from Ilembe District Municipality		1 completed feasibility study	Terms of reference were completed and project advertised	TOR have been drafted by the committee	Tender advertisment by Enterprise Ilembe / District Municipality	Ilembe District Municipality	Director: LED
	B.2 Support tourism development	Employment of tourism monitors	Core function	The Municipalities currently financial supporting Community Tourism Organization (CTO)	Employment of tourism monitors to patrol the coastal area during holiday seasons	8 tourism monitors are appointed within the municipal coastal area with the intention to reduce and curb tourist attacks during holidays	R 60,000			Meeting with CTO with regards to the employment of tourism monitors		Appointment of tourism monitors during festive season		Appointment of tourism monitors during Easter holidays		Analsysis of the statics of crime as reported by the CTO and police	0 crime reported			LED Dept	LED Officer
		B.1 Development of tourism strategy	Core function	Graham & Associates has been appointed for this project	Reports and Adopted tourism strategy by Council	Tourism strategy	R 381,977			Situational analysis		Consultation with relevant stakeholders		1 Draft report workshoped to stakeholders		Adoption of 1 tourism strategy by Council	Adopted by Council	The project is has been completed busy with close out report		LED Dept	Director and LED Officer
		Conduct feasibility study for possible Princess Nandi project	Core function	The area has been identified in iNdulinde area	Consultation with the community in relation to the project and reports	Completed feasibility study document	R200 000			Issue of the tender		Appointment of the service provider		Situational analysis report		Presentation of the draft report of the feasibility study	0	Grant was approved by DLGTA under Rural Development Project but they have not appointed a service provider for us.	Inconsultation with relevant officials from the Department it was indicated that the Department will no longer transfer funds however it will appoint the service provider folowing its own SCM. The process to appoint such a service provider will possible happen in their next financial year.		
	Agricultural development	B.1 Poverty alleviation - beach cleaning and weed eradication	Core function	Partnership with KZN wild-life. 30 People were employed in the last financial year	Increase in number of people employed	30 people employed for poverty alleviation	R800 000			1 Agreement with KZN Wild Life		30 people employed		additional 20 people employed		30 people employed	10 employed through Raft Race	Waitimg for the approval of the grant from DEAT and KZN Wildlife.	On-going inquiry	LED Dept	Director : Corporate Services
		B.3 Purchase of One tractors to suuport small farmers	Core function	One tractor currently functional	To ensure that small farmers are assisted with ploughing of their fields.	The purchase 1 tractors	R 600,000			3 quotations		Purchasing of 1 tractors		Delivering of tractors and presentation to community		1 Final report	0	Due Municipal financial constrains we are unable to purchase the Tractors.	Hoping that in the next term the Municipal finances will improved.	LED Dept	Director and LED Officer



SERVICE DELIVERY AND BUDGET IMPLEMENTATION - CORPORATE SERVICES - 2008/2009

National KPA's	IDP Objective	Objective	Status	Baseline	Key Performance Indicators (KPI's)	Annual Target	Budget	Vote Number	Revised target	Performance – as per target								Explanation of variance	Way forward	Responsibility	
										Quarter ending 30 September 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009				Responsible Person	Responsible Department
								11515		Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual				
Good Governance and Public Participation	Implementation of individual PMS	To be able to monitor and improve performance	Core function	EPAS Policy and System have been adopted by Council	Signing of individual performance plan and assement	Cascading individual PMS to the level of Managers reporting to section 57 employees.	R -			Signed performance plans		Evaluation of performance		Informal assessment		Final evaluation of all staff	0	Still facing difficult in cascading PMS into individual employees	DLGTA appointed Pricewaterhousecoopers to assist have indicated that they will not be able to assist with the cascading of PMS because it was not part of their mandate. Dissappointment int this regard was registered during the previous District PMS meeting.	Corporate Services Department	Senior: HR Officer
Municipal Institutional Development and Transformation	To ensure that the EE Plan and WSP is submitted to the relevant institutions as required by law	Compliance	Core function	EE Plan & WSP have been submitted to DOL and LGSETA respectively in the prior year	Followed neccessary processes in compiling EEP report and WSP as required by law	Submission of EEP Report to DOL and WSP to LGSETA on time	R -			1 EEP report for consultation and adoption		1 EEP Information session		1 Draft WSP		1 Submission of WSP	Submitted			Corporate Services Department	Senior: HR Officer and Manager: Corporate Services
Municipal Institutional Development and Transformation	Skills development.	Ensure that 2008/2009 training programmes linked to the WSP are 90% conducted for staff and Councillors	Core function	Conducted training programmes for staff and Councillors	Training report submitted to Human Resources Development Committee in relation to the progress made to implement 2008/2009 training plan.	Conduct 20% of the trainings identified from the 2008/2009 training plan / WSP.	R490 000			30% training being done		30% training being done		30% training being done		10% training being done		HRD / SDF are encountering challenges in procurement service providers through SCM.		Corporate Services Department	Senior: HR Officer
		Implementation of learnership programmes as according to the 2008/2009 training plan & WSP	Core function	IT Learnership was conducted in the last financial year	Training / implementation report in relation to the progress made to conduct learnership as indicated in 2008/2009 training plan.	1 learnership programme for in relation to 2008/2009 WSP.				Application for funding		2 learnership		2 Learnership		1 Final report	0	LGSETA is delaying but it has been approved	Enquiries from LGSETA are on-going	Corporate Services Department	Senior: HR Officer



SERVICE DELIVERY AND BUDGET IMPLEMENTATION - CORPORATE SERVICES - 2008/2009

National KPA's	IDP Objective	Objective	Status	Baseline	Key Performance Indicators (KPI's)	Annual Target	Budget	Vote Number	Revised target	Performance – as per target								Explanation of variance	Way forward	Responsibility	
										Quarter ending 30 September 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009				Responsible Person	Responsible Department
								11515		Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual				
Municipal Institutional Development and Transformation	D.2 Compile Master System Plan	To have Information Technology Master System Plan in place for the Municipality	Core function	Variety of IT systems are being utilized by the municipality and the municipal website is in place	Appointment of the service provider, work plan and consultation of the relevant stakeholders	Compiled Municipal Master Systems Plan	R200 000			Agreed implementation plan to do IT MSP		1 progress report		2 progress report		Close out report on IT MSP	Presented at MANCO			Corporate Services Department	Senior: Administration Officer
Municipal Institutional Development and Transformation	Implementation of Information Technology Disaster Recovery System	To have a system in place to mitigate possible IT Disaster/s	Core function	Nothing	Appointment of the service provider and implementation plan / work plan linked to IT Disaster Recovery System	IT Disaster Recovery System	R200 000			Agreement on implementation plan		Situational analysis or status qou report		Implementation report		Close-out report	Completed			Corporate Services Department	Senior: Administration Officer
Good Governance and Public Participation	D.1 Drawing of new policies	Formulate and improve HR related policies so that they addresss current situations	Core function	Most HR policies are in place	Draft policies being workshop to Councillors and unions	Adoption of 11 Council policies by Cooncil	0			Formulation of the draft policies and identification of those that needed amendments		Workshop of the draft to all relevant bodies		Presentation of the draft to all relevant stakeholders such as MANCO, LLF, LPAHRDPC & EXCO			0			Corporate Services Department	Senior: HR Officer



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN - FINANCE SERVICES DEPARTMENT - 2008/2009

National KPA	IDP Objective	Explanation of Ratios / KPIs	Objective	Status	Source	Municipal Strategies	Frequency	Key Performance Indicator	Baseline indicator	Annual Target	Budget	Vote Number	Performance – as per target								Comments /Explanation of variance	Corrective measure
													Period ending 30 NOVEMBER 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009			
													Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual		
Municipal Financial viability and management	Financial Statements	Credible Financial Statements must be submitted to Auditor General	To submit Financial Statement to Auditor General By 31 August	core	Sec. 126 MFMA	monthly balanced Trial Balance	Annually	acceptance by AG of submission	Submited in 2007	12 monthly Trial balance			3		3		3		3	3	Finalised	
	Budget process & IDP alignment	MFMA Compliance to have an approved credible budget and aligned to IDP	to have Municipal Budget approved that is linked to IDP and submitted to Treasuries	core	Sec 21 MFMA	To form Budget committee	Annually	approved budget by 31 May 2009	approved in 2008/2009	approved budget			5%		15%		35%		100%	100%	to do public participation before final budget	
	MPRA	The Municipalities are expected to implement the Municipal Property Rates Act as from July 2008	To implement Property Rates policy	core	MPRA	to comply with policy	ongoing	Rates policy implementation	Approved policy	Rates income as per new valuation roll	2000000		100%		100%		100%		100%	100%	monthly accounts issued	
	GRAP	The Municipality at its capacity level will be implementing the new reporting Standard : Generally Recognized Accounting Practice (GRAP)	To prepare Financial Statements (comparative figures) in terms of GRAP in the 2008/2009 reporting	core	Sec 122 MFMA	Appoint service provider	Annually	Submission of Implementation plan	none	annually submission	160000		0%		0%		0%		100%	45%	GRAP fremework done	
	Indigent Register	For the benefit of the poor, the indigent register must exist.	To compile and have an approved indigent register for implementation	core	MSA	Consult with ward Councillors	ongoing	Indigent Register	none	annualy approved register for 2008/09			0%		0%		0%		100%	95%	to prepare application for approval	
	Service debtors	The outstanding amount by the community receiving municipal services must reduce.The ratio will indicate the difficulties in collecting debtors' amounts as well as the likelihood of bad	To monitor the financial viability of the Mandeni Municipality	core	Cash Book / Exp	Municipal Task Team and Debt Recovery turnaround Strategy	Monthly	**Outstanding Service Debtors** to Revenue as defined in the Municipal Planning and Performance Management Regulations (2001) (A=B/C)	65%	70%			70%		70%		70%		70%	32%	To ensure data cleansing	Programme of action proposed
	Creditors	It is a requirement that all service providers of the Municipality be paid in thirty (30) days of invoice	To pay creditors within 30 days		Income Statement	Debt Recovery turnaround Strategy	Monthly	Creditors days	150 days	30 days			30 days		30 days		30 days		30 days	30 days	eValuation & Umsekeli invoices	
	Auditor General's Report	The AG's report may be unqualified,unqualified with other matters, qualified, disclaimer or adverce report. It is only prudent to receive an unqualified report.	to obtain an unqualified Audit Report	core	Sec. 131 MFMA	Enforce procedures	Annually	Unqualified report	qualified report	Unqualified report			100%		0		0		0	100%		
	Budget Monitoring	It is not allowed to overspend the budget. That may amount to one or more of the following: unauthorized, fruitless or wasteful expenditure	To inform Departments of Budget perfomance monthly	core	Sec. 71 MFMA	Submit varience report to HODs	Monthly	Proof of submission to HODs	none	monthly submission			25%		50%		75%		100%	95%		
	Salaries payments	The finance department as a service department, it is expected to ensure payroll processes are performed monthly.	For effective perfomance of the Council, all personnel to be paid on due dates monthly.	core	Sec. 66 MFMA	Review Salary Suspence Acc	Monthly	Cleared salary suspence	none	Monthly clearance			25%		50%		75%		100%	100.00		
	Cash flow monitoring	This is the management of cash available such that we avoid overdraft and investment of surplus funds not immediately required	To have sufficient cash to meet obligation and surplus cash invested.	core	Sec.13 MFMA	Review cash flow daily	daily	Signed bank statement	none	daily signing			25%		50%		75%		100%	100%		
	External reporting	In compliance with MFMA and DoRA , the monitoring reports must be submitted to National and Provincial Treasuries and State agencies.	To submit Stotutory reporting to National and Provincial Traesuries and other State agencies before	core	Sec. 71 MFMA	Review report submission monthly	Monthly	emailed reprots to lgdatabase	e-mails	monthly submission			25%		50%		75%		100%	100%		
	Financial reporting	The Finance Department must report the finance activities to Council Structures periodically in terms of the MFMA	To manage the working capital effectively	core	Sec. 71 MFMA	Submit report to FPC monthly	Monthly	Reports to FPC	submited 1.4.08	monthly agenda			25%		50%		75%		100%	100%		
	Departmental meetings	For the proper management and functioning of the Department, meetings must be held frequently	To conduct monthly Departmental meetings	core	Chapter 9 MFMA	Follow meeting timetable	Monthly	Menutes	28.3.2008	monthly agenda			25%		50%		75%		100%	100%		
	Positive cash flow forecast	It is necessary that the cash flow forecast of the Council be positive to support the budget	To strive by all means possible to reflect positive cash flow forecast for the year	core	Sec 69 MFMA	Prepare monthly forecast	Monthly	Cash flow forecast schedules	none	monthly forecast			25%		50%		75%		100%	100%		



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN - FINANCE SERVICES DEPARTMENT - 2008/2009

National KPA	IDP Objective	Explanation of Ratios / KPIs	Objective	Status	Source	Municipal Strategies	Frequency	Key Performance Indicator	Baseline indicator	Annual Target	Budget	Vote Number	Performance– as per target								Comments /Explanation of variance	Corrective measure
													Period ending 30 NOVEMBER 2008		Quarter ending 31 December 2008		Quarter ending 31 March 2009		Quarter ending 30 June 2009			
													Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual		
	Conditional Grants	The conditional grants must be ring fences and be spent for only the purpose for which they were granted for and reported thereon.	To reconcile conditional grants on its use and report on its status to relevent funder	core	Sec 123 MFMA	Review report submission monthly	Monthly	DoRA reports	none	monthly reports			25%		50%		75%		100%	100%		
	Mid- Year Report (Sec. 72)	Section 72 of MFMA requires that the municipality report on the activities as per the Service Delivery Budget and Implementation plan in a mid financial year	To consolidate the Mid-Year Report for Submission to Treasuries	core	Sec. 72 MFMA	follow prepared plan	Annually	Submision to Treasuries	submited 28.3.2008	Annual submission			0%		0%		100%		100%	100%		
	Resolve Audit Queries	After Auditor General has raised issues, they must be responded on if not positively responded they must be resolved in time	To resolve all quiries to the satisfaction of AG within a reasonable time after audit	core	Sec. 131 MFMA	Report address mechanism	ongoing	responses in an annual report	oversight reporting 20.3.2008	Annual submission			0%		0%		100%		100%	99%	Forensic ongoing	
	Risk Management	Assets of the Council must be insured and risk management policy implemented	To review risk management plan annually	core	MSA	Review plan annually	ongoing	Risk management plan	Submited 7.4.2008	Annual approval			100%		100%		100%		100%	100%	Prov. To submit final report	
	SCM Implementation	The municipality is required to follow supply chain regulation through its policy	To ensure that demand ,disposal, selection of contractor to the provision of goods and services is achived in	core	Chapter 11 MFMA	monthly SCM report	Monthly	Reports to FPC	submitted 04.12.2008	monthly submission			0%		0%		25%		50%	50%		
	Audit Commettee	The audit committee must revew the financial status of the municipality	To ensure that the audit commettee sit for finacial review of the municipality	core	Sec. 166 MFMA	Follow meeting timetable	Qaurterly	Meetings of the Commette	9.12.2008	Qaurterly			0%		0%		25%		50%	50%		
	Municipal Support Programme	The monthly reconcilliation are done	To ensure that the monthly reconcilliation are prepared		EXCO	montly reports	Monthly	monitoring schedule	none	monthly reports			0%		0%		25%		50%	50%		
	Website	The website must be updated with finance related matters as prescribed	To ensure that the website is updated with financial information	core	Sec. 75 MFMA	Monthly update	Monthly	current information on website		monthly reports			0%		0%		25%		50%	35%	To coordinate the upload	
	Perfomance Management	The SDBIP must be monitored and reviewed to achieve the IDP objectives	To review the SDBIP for MANCO's assessment	core		Montly SDBIP	Monthly	Monthly submission of SDBIP	none	Monthly			0%		0%		25%		50%	42%		